

COMMITTEE OF OCCUPATIONAL THERAPY

Effective January 1, 2006 continued competence requirements are in effect for Occupational Therapists and Occupational Therapist Assistants. These rules also apply to persons wishing to reinstate their licenses.

Occupational Therapists and Occupational Therapist Assistants are required to obtain twenty-four (24) continued competence credits for the two (2) calendar years (January 1 - December 31) that precede the licensure renewal year.

The continued competence rules and the guidelines mentioned in the rules are as follows:

1150-2-.12 CONTINUED COMPETENCE. On January 1, 2006 the Committee shall begin to notify applicants for licensure renewal of the continued competence requirements as provided in T.C.A. § 63-13-204 (d). The Committee shall require each licensed occupational therapist and occupational therapist assistant to participate in a minimum number of activities to promote continued competence for the two (2) calendar years (January 1-December 31) that precede the licensure renewal year (a.k.a. biennium). Beginning January 1, 2008 all applicants for licensure, renewal of licensure, reactivation of licensure, or reinstatement of licensure must attest to having completed continued competence requirements for the two (2) calendar years (January 1-December 31) that precede the licensure renewal, reactivation or reinstatement year.

- (1) The requirements for continued competence activities are defined as planned learning experiences that occur for occupational therapists and occupational therapist assistants. Content of the experiences must relate to a licensee's current or anticipated roles and responsibilities in occupational therapy. Qualified learning experiences may include theoretical or practical content related to the practice of occupational therapy; research; management; or the development, administration, supervision, and teaching of clinical practice or service delivery programs in occupational therapy. The purpose of this requirement is to assist in assuring safe and effective practices in the provision of occupational therapy services to the citizens of Tennessee.
- (2) For applicants approved for initial licensure by examination, successfully completing the requirements of Rules 1150-2-.04, .05, and .08, as applicable, shall be considered proof of sufficient competence to constitute compliance with this rule for the initial period of licensure. The use of physical agent modalities by any licensee requires additional certification pursuant to Rule 1150-2-.04.
- (3) Occupational Therapists and Occupational Therapy Assistants are required to complete twenty-four (24) continued competence credits for the two (2) calendar years (January 1 - December 31) that precedes the licensure renewal year.
 - (a) A maximum of four (4) continued competence credits achieved during the two (2) calendar year period that are in excess of the twenty-four (24) credit requirement may be used to partially complete the requirement for the subsequent two (2) calendar year period.
 - (b) The subjects of any continued competence credits used to partially complete the requirement for the subsequent two (2) calendar year period shall not pertain to:
 1. the AOTA Code of Ethics; or
 2. the occupational therapy portions of T.C.A. §§ 63-13-101, et seq., the Tennessee Occupational and Physical Therapy Practice Act; or
 3. Chapter 1150-2, General Rules Governing the Practice of Occupational Therapy.
- (4) Twelve (12) of the required twenty-four (24) continued competence credits must be directly related to the delivery of occupational therapy services.

- (5) One (1) hour of the required twenty-four (24) continued competence credits shall pertain to the AOTA Code of Ethics or other ethics related continued competence activities which have implications for the practice of occupational therapy.
- (6) One (1) hour of the required twenty-four (24) continued competence credits shall pertain to the occupational therapy portions of T.C.A. §§ 63-13-101, et seq., the Tennessee Occupational and Physical Therapy Practice Act, and shall pertain to Chapter 1150-2, General Rules Governing the Practice of Occupational Therapy.
- (7) Ten (10) hours of the required twenty-four (24) continued competence credits may pertain to the licensee's current or anticipated professional role or may be directly related to the delivery of occupational therapy services.
- (8) Continued competence credits are awarded pursuant to the Activity Table in paragraph (11).
- (9) Approved Continued Competence Activity Providers
 - (a) American Medical Association (AMA)
 - (b) American Nurses Association (ANA)
 - (c) American Occupational Therapy Association (AOTA) and AOTA approved providers
 - (d) American Physical Therapy Association (APTA)
 - (e) American Speech—Language—Hearing Association (ASHA)
 - (f) International Association of Continuing Education (IACET)
 - (g) Rehabilitation Engineering and Assistive Technology Society of North America (RESNA)
 - (h) Tennessee Occupational Therapy Association (TOTA)
 - (i) State occupational therapy associations
 - (j) State occupational therapy regulatory agencies
 - (k) Accredited colleges and universities
- (10) The Committee does not pre-approve continued competence activities. It is the responsibility of the licensed occupational therapist and occupational therapist assistant to use his/her professional judgment in determining whether or not the activities are applicable and appropriate to his/her professional development and meet the standards specified in these rules.
- (11) Activity Table (Per Two [2] Year Cycle)

	Approved Activities	Equivalency	Max.Credits	Documentation
(a)	Volunteer Services to organizations, populations, individuals, that advance the reliance on the use of one's OT skills and experiences. This excludes holding any elected or appointed offices.	5 Hours Equals 1 Credit	12 Credits	Verification letter from organizations. Describe outcomes of volunteer service provided. (See guidelines on the Committee's web page at Tennessee.gov/health)

	Approved Activities	Equivalency	Max.Credits	Documentation
(b)	Attending workshops, seminars, lectures, professional conferences offered by approved providers such as TOTA, AOTA, AMA, ASHA, APTA, state OT associations and regulatory boards, IACET, or a 3 rd party entity that reviews and approves the course and provider.	1 Hour Equals 1 Credit	24 Credits	Certificates of attendance or letter from sponsor of course.
(c)	Attending workshops, seminars, lectures, professional conferences by other providers.	1 Hour Equals 1 Credit	12 Credits	Certificates of attendance or letter from sponsor.
(d)	Attending employer-provided continuing education.	1 Hour Equals 1 Credit	12 Credits	Attendance records or certificates with name, date of course. (Attending OSHA, CPR & Safety Courses required for maintaining employment are not acceptable.)
(e)	Attaining an OT specialty or board certification (i.e., Certified Hand Therapist.)	10 Credits	20 Credits	Award of certification within the renewal cycle.
(f)	Making professional presentations at state, national or international workshops, seminars, and conferences.	1 Hour Equals 2 Credits	20 Credits	Copy of presentation, or program listing.
(g)	Panel and/or poster presentations for state, national, or international workshops, seminars, and conferences.	1 Presentation Equals 1 Credit	12 Credits	Copy of presentation, or program listing.
(h)	Publication of an OT article in non-peer-reviewed publication (e.g., OT Practice, SIS Quarterly, Advance, Community Newsletters, etc.)	1 Article Equals 5 Credits	20 Credits	Copy of publication.
(i)	Publication of article in peer-reviewed professional publication (e.g., journals, book chapter, research paper)	1 Article Equals 10 Credits	20 Credits	Copy of publication.

	Approved Activities	Equivalency	Max.Credits	Documentation
(j)	Publication of chapter (s) in occupational therapy or related professional textbook.	1 Chapter Equals 10 Credits	20 Credits	Copy of text and original letter from editor.
(k)	Mentoring a licensed OT colleague to improve the skills of the protégé. (Mentor must be currently licensed).	10 Hours Equals 2 Credits	12 Credits	Goals and objectives, analysis of protégé performance. (See guidelines)
(l)	Mentoring other professionals in good standing to improve the skills of the protégé. (Mentor must be currently licensed.)	10 Hours Equals 2 Credits	12 Credits	Goals and objectives, analysis of protégé performance. (See guidelines)
(m)	Mentoring with other professionals in good standing to improve the skills of the protégé. (Protégé must be currently licensed.)	10 Hours Equals 2 Credits	12 Credits	Goals and objectives established in collaboration with the mentor and self-analysis of performance. (See guidelines)
(n)	Reflective occupational therapy practice in collaboration with an advanced licensed OT colleague to improve one's skill level.	10 Hours Equals 2 Credits	12 Credits	Verification of skills obtained. Evaluation experience. Analysis of learning. (See guidelines)
(o)	Guest lecturer, teaching OT related academic course per semester (must not be one's primary role). For one time lecture use presentation value, see subparagraph (f).	1 College Credit Hour Equals 6 Credits	20 Credits	Date, lecture or academic course title, name of institution, original letter from instructor regarding time spent in classroom, and course/lecture goals and objectives.
(p)	Independent reading peer-reviewed, role-related professional articles/chapters in textbook, and writing a report describing the implications for improving skills in one's specific role. Current copyright on textbook edition, which should not exceed 5 years at time of licensure renewal. Textbooks required to be read for academic courses or audit courses are not allowed.	5 Articles and / or Chapters Equal 1 Credit	12 Credits	Annotated bibliography and analysis of how articles impacted improving skills in one's role. (See guidelines)

	Approved Activities	Equivalency	Max.Credits	Documentation
(q)	Providing professional in-service training and/or instruction for occupational therapists, occupational therapy assistants, and related professionals.	1 Hour Equals 1 Credit	12 Credits	In-Service training attendance records, goals, and objectives with verification letter from supervisor.
(r)	Making presentations for local organizations/associations/groups on OT related topic. (e.g., energy conservation, back care and prevention of injury.)	1 Hour Equals 1 Credit	12 Credits	Date and location of presentation, copy of presentation or program listing; organization's contact person.
(s)	Level II fieldwork direct supervision OT or OTA (Not one's primary employment role.)	1 Credit per each Week of Supervision Per Student Supervised	12 Credits	Documentation required, name of student(s), letter of verification from school, dates of fieldwork. Co-supervision is acceptable; maintain dates & times when acting as primary student supervisor. Apply appropriate credits based on time spent supervising.
(t)	Professional manuscript review (editing) for journals or textbooks.	5 Hours Equals 1 Credit	12 Credits	Letter from publishing organization, verifying time spent.
(u)	Formal academic coursework	1 Credit Hour per Semester Equals 10 Credits	20 Credits	Official transcript from an accredited educational institution.
(v)	Auditing formal academic coursework.	15 Clock Hours Equals 2 Credits	12 Credits	Original letter from instructor regarding time in class or labs at accredited schools. Report by OT/OTA on learning objectives accomplished.
(w)	Professional study group/online study group designed to advance knowledge through active participation.	3 Hours Equals 1 Credit	20 Credits	Group attendance records; study group goals; analysis of goal attainment and learning. (See guidelines)

	Approved Activities	Equivalency	Max.Credits	Documentation
(x)	Outcomes of self-assessment and professional development plan.	2 Credits for Self-Assessment and Professional Development Plan	2 Credits	Acceptable documents include a completed formal self-assessment and professional development plan describing how goals were met and how they impacted competence and skills.
(y)	Extensive scholarly research activities, or extensive outcome studies (defined as research associated with, e.g., grants, post graduate studies, peer reviewed journals)	10 Credits	20 Credits	Grant funding number, abstract-executive summary and/or copies of the completed research/studies.
(z)	Collaborative or Clinical Research activities	5 Credits	10 Credits	Executive summary and/or copies of the completed research studies or letter of verification from senior researcher or supervisor. (See guidelines)
(aa)	Fellowship Training in specific area.	10 Credits (Minimum 12 Weeks)	12 Credits	Certificate awarded from sponsoring organization to include dates and learning objectives.
(bb)	Independent learning/study (e.g., CE articles, video, audio, and/or online courses.)	2 Hours Equals 1 Credit	12 Credits	CEUs, certificate of completion and # of contact hours awarded.
(cc)	Interactive online courses.	1 Hour Equals 1 Credit	12 Credits	CEUs, certificate of completion and # of contact hours awarded.
(dd)	External self-study series.	1 Hour Equals 1 Credit	20 Credits	Certificate of completion.
(ee)	Development of instructional materials using alternative media such as: video, audio and/or software programs to advance professional skills of others (not for proprietary use).	5 Credits	12 Credits	Program description and media/software materials available if requested during validation process.

(12) Documentation of compliance.

- (a) Each licensee must retain documentation of completion of all continued competence requirements of this rule for a period of five (5) years from when the requirements were completed. This documentation must be produced for inspection and verification, if requested in writing by the Committee during its verification process.
 - (b) The licensee must, within **forty-five (45) days** of receipt of a request from the Committee, provide evidence of continued competence activities.
 - (c) Any licensee who fails to complete the continued competence activities or who falsely certifies completion of continued competence activities may be subject to disciplinary action pursuant to **T.C.A. §§ 63-13-108, 63-13-209, and 63-13-210.**
- (13) Reinstatement/Reactivation of an Expired or Retired Certificate.
- (a) Expired or retired for three (3) years or less - An individual whose license has expired or has been retired for three (3) years or less shall submit the appropriate application and documentation of continued competence, as provided in paragraph (12), for the two (2) year period that precedes the reinstatement/reactivation year.
 - (b) Expired or retired more than three (3) years
 - 1. An individual whose license has expired or has been retired for more than three (3) years shall submit the appropriate application and documentation of continued competence, as provided in paragraph (12), for the two (2) year period that precedes the reinstatement/reactivation year; and
 - 2. The Committee may, at its discretion, require additional education, supervised clinical practice, or successful passage of examinations.
- (14) The Committee, in cases of documented illness, disability, or other undue hardship, may waive the continued competence requirements and/or extend the deadline to complete continued competence requirements. To be considered for a waiver of continued competence requirements, or for an extension of the deadline to complete the continued competence requirements, a licensee must request such in writing with supporting documentation before the end of the two (2) year period in which the continued competence requirements were not met.

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CONTINUED COMPETENCE GUIDELINES

Guideline for the Introductory Language [Rule 1150-2-.12]

Applicants who are scheduled to renew, reactivate, or reinstate licensure beginning on January 1, 2008 must maintain documentation regarding continuing competence activities that were engaged in for the two (2) preceding calendar years (e.g., during years 2006 and 2007) that meet the requirements described herein.

Guideline for the 24 Credit Requirement [Paragraph (3)]

A total of 24 credits are required during the two (2) year period that precedes the licensure renewal year. While twenty-four (24) total credits are required, it is not necessary to accumulate exactly twelve (12) per year. For example, the licensee may accumulate sixteen (16) in one calendar year and eight (8) in the next.

Guideline for the Carry-Over Provision [Subparagraph (3) (b)]

For example, if a licensee accumulates twenty-eight (28) credits during the two (2) year renewal period, four (4) of those credits may be carried over and applied to the next renewal period. However, there are limitations regarding the subject matter and content for credits that can be carried over as identified in subparagraph (3) (b), parts 1., 2., and 3.

Guidelines for Defining Delivery of Occupational Therapy Services [Paragraph (4)]

- The delivery of occupational therapy services includes services related to the practice of occupational therapy.
- As defined here, delivery of service refers to service directed towards the recipients of occupational therapy services.
- Service delivery includes evaluation of factors affecting activities of daily living (ADL), instrumental activities of daily living (IADL), strategies selected to direct the process of interventions; Interventions and procedures to promote or enhance safety and performance in activities of daily living (ADL), instrumental activities of daily living (IADL).
- Service delivery also includes evaluation of a client's ability to participate in education, work, play, leisure, and social activities as well as selected interventions to improve performance in these areas.
- Services may be delivered to individuals or groups.
- Learning activities may include, but are not limited to, models, theories, or frameworks of reference, assessment/interview techniques, intervention strategies, and other strategies to minimize impairment and enable function.
- Thus, a minimum of twelve (12) of the required twenty-four (24) continued competence credits must be directly related to the delivery of occupational therapy services.

Guideline for the One Hour Ethics and One Hour Jurisprudence Requirements [Paragraphs (5) and (6)]

The remainder of the continued competence credits not required by paragraph (3) are to include one (1) hour that pertains to the AOTA Code of Ethics or other ethics related continued competence activities, and one (1) hour related to occupational therapy portions of T.C.A. §§ 63-13-101, et seq., the Tennessee Occupational and Physical Therapy Practice Act, and shall pertain to Chapter 1150-2, General Rules Governing the Practice of Occupational Therapy.

Guidelines for the Remaining Ten Hour Requirement [Paragraph (7)]

- The remaining ten (10) hours of the required twenty-four (24) continued competence credits may pertain to the licensee's current or anticipated professional role or may be directly related to the delivery of occupational therapy services.

- For example, learning activities directed at improving one's skill in research, grant writing, documentation, billing, or how to improve one's skill as an educator, would NOT meet the criteria for delivery of occupational therapy services although these activities may be appropriate to support one's roles and responsibilities as an occupational therapist.
- Therefore, while these activities could not be counted to fulfill the minimum requirement of twelve (12) continued competence credits that must be directly related to the delivery of occupational therapy services, these learning activities could be used to count towards competence credits that support one's roles and responsibilities.
- Professional role is defined as the primary role you assume, such as clinician, administrator, or educator. Ten continuing competency credits may be earned in areas that enhance your skills in this role.
- For example, courses that support one's role as a manager may include finance, computer classes, outcomes assessment or other activities that support the role of an occupational therapy manager.

Guideline Regarding the Approved Continued Competence Activity Providers [Paragraph (9)]

Provided that the activities are consistent with the provisions of these regulations, the Board shall grant pre-approval to the providers listed in paragraph (9), subparagraphs (a) through (k).

Guidelines for Volunteer Service [Subparagraph (11) (a)]

The licensee should:

- Apply the skills and knowledge learned throughout his/her career to enhance, evaluate, monitor, and/or better the lives or situations of organizations, populations, communities or individuals in a volunteer setting (e.g., teaching swimming to children with special needs or grief counseling in a hospice setting).
- Develop and implement community-focused activities to enhance reliance on occupational therapy.
- Record the names of the organizations/communities/individuals with which interactions occurred.
- Record dates of interactions and length of time spent at interactions.
- Summarize the interaction and outcomes of the professionally related situation.

Guidelines for Mentoring [Subparagraphs (11) (k), (l), (m), and (n)]

- The Mentor and Protégé have a one-on-one relationship.
- The Protégé is the **learner** of a certain skill or skill set. The Mentor is the **teacher** of the Protégé and both shall be currently licensed in good standing with her/his regulatory jurisdiction. (Exception) If Mentor is from a profession other than Occupational Therapy, Mentor must be in good standing with her/his respective professional credentialing body.
- The Mentor is to teach the Protégé a particular area or areas of his/her expertise.
- The relationship length should be no less than ten (10) clock hours.

NOTE: A supervisor in a work setting is not acceptable; monitoring is not supervision.

The following documentation is required to be maintained by both the Mentor and Protégé:

- Names of both Mentor and Protégé
- Goals of the Protégé
- Mentor's plan of instruction
- Dates and times mentoring occurs
- Upon completion of the mentoring (attainment of skill), the Mentor is to evaluate the Protégé; and the Protégé is to evaluate the mentorship program and his/her attainment of skills.
- Upon receipt of the Protégé evaluation of this mentorship experience, the Mentor will review the feedback and document improvement for future mentor roles and activities.

Guideline for Mentoring a Licensed Occupational Therapist [Subparagraph (11) (k)]

This activity refers to mentoring provided by a licensed occupational therapist to an occupational therapy colleague. In this situation, the colleague who receives the mentoring is referred to as the Protégé.

Guideline for Mentoring Other Professionals [Subparagraph (11) (l)]

This activity refers to mentoring other professionals including occupational therapy aides, educational assistants, teachers, or other professionals.

Guideline for Mentoring with Other Professionals [Subparagraph (11) (m)]

This activity refers to the Protégé or the individual being mentored by a licensed occupational therapist. The individual that is being mentored claims the credit.

Guidelines for Journal Reading and or Textbooks [Subparagraph (11) (p)]

- For journal reading, a minimum of five (5) peer-reviewed, role-related articles are equivalent to one (1) unit.
- For textbook reading, a minimum of five (5) chapters is equivalent to one (1) unit.
- The readings shall be related to one's professional role.
- An annotated bibliography is required.
- Write a report that analyzes the content of the articles and the impact these articles have with respect to one's role. Areas to be addressed are: journal topics, applicability to role, and impact on communities served.
- Dates of when the articles were read should be recorded.

Guidelines for Study Group, including Online [Subparagraph (11) (w)]

- A study group should contain a minimum of three (3) participants and a suggested maximum of no more than twenty participants.
- Each study group session should be no less than sixty (60) minutes. Participants may earn one unit per three clock hours while in session with the group.
- Attendance records shall be maintained.
- The study group shall develop and document learning goals. The goals may be in the areas of assessments, interventions, resources, and other evidence-based practice topics. The goals should be written based on demonstrative outcomes of the participants.
- The study group shall develop and document a plan by which the group goals are to be achieved. This may be done by reading and reviewing journal articles, reviewing professional books or texts in books, developing a research study, or presenting a topic pertinent to the group's goals.
- One (1) participant should take minutes or notes of each meeting. Once the group has met its goals, an analysis of the learning outcomes should be summarized, reviewing what was learned, how the learning can be incorporated in one's role, and implications for future learning.

Guidelines for Collaborative or Clinical Research [Subparagraph (11) (z)]

- A licensee may earn one (1) credit for every five (5) hours spent working on a research project up to a total of ten (10) credits.
- Credit can be obtained through participation in and/or development of a research project.
- If the research is in progress at the time of licensure renewal and is not complete, documentation of research progression should be provided including dates of participation or status of research.
- Thus, credit can be earned for research project development, data collection, data analysis, as well as for the completed research project.